



REQUEST FOR QUOTATION

PURCHASE REQUEST NO. 24-0063

CANVASS PERIOD: 01 to 04 October 2024

Name of Company: _____

Address: _____

Telephone Number: _____

Tax ID Number (TIN): _____

PhilGEPS Registration Number: _____

The Governance Commission for GOCCs (GCG) formally requests a corporate proposal/quotation for the procurement of **ONE (1) LOT CORPORATE EVENT PHOTOGRAPHY AND VIDEOGRAPHY SERVICES FOR THE GCG AWARDS CEREMONY.**

Attached is Purchase Request No. 24-0063 with an Approved Budget for the Contract (ABC) of **One Hundred Ninety Thousand Pesos Only (₱190,000.00).** Kindly fill out the attached RFQ Form which will be included with the other documentary requirements indicated therein.

Please be informed that all submissions via email must be sent to procurement@gcg.gov.ph with subject name: **“Submission for the procurement of ONE (1) LOT CORPORATE EVENT PHOTOGRAPHY AND VIDEOGRAPHY SERVICES FOR THE GCG AWARDS CEREMONY.”**

On the other hand, **all physical submissions must be labeled and addressed:**

ATTENTION:	The Bids and Awards Committee, GCG
RE:	Submission for the Procurement of ONE (1) LOT CORPORATE EVENT PHOTOGRAPHY AND VIDEOGRAPHY SERVICES FOR THE GCG AWARDS CEREMONY.

THE SUBMISSION MUST LIKEWISE CONTAIN THE FOLLOWING DOCUMENTARY REQUIREMENTS:

1. Supplier's/Service Provider's 2024 Mayor's/Business Permit
2. **PhilGEPS Certificate of Registration** or Registration Number;
3. Notarized Omnibus Sworn Statement (See attached Template); **and**



4.

IF THE SUPPLIER/SERVICE PROVIDER IS:	DOCUMENTARY REQUIREMENT
a.) A Corporation	a.1.) Securities and Exchange Commission (SEC) Certificate and, a.2.) Notarized Secretary’s Certificate granting full power and authority for the designated person to do, execute and perform any and all acts necessary <u>to participate, submit the bid,</u> and <u>to sign and execute the ensuing contract</u> for the prospective supplier/service provider;
b.) A Sole Proprietorship	b.1.) Department of Trade and Industry (DTI) Certificate; and, b.2.) <u>if the authorized representative is not the proprietor himself/herself,</u> Notarized Special Power of Attorney (SPA), granting full power and authority for the same to do, execute and perform any and all acts necessary <u>to participate, submit the bid,</u> and <u>to sign and execute the ensuing contract</u> for the prospective supplier/service provider,
c.) A Partnership	c.1.) SEC Registration of partnership; and; c.2.) Notarized partnership resolution granting full power and authority for the designated person to do, execute and perform any and all acts necessary <u>to participate, submit the bid,</u> and <u>to sign and execute the ensuing contract</u> for the prospective supplier/service provider

5. **If applicable,** documentation **from prospective foreign service providers/suppliers** as required in accordance with item 4.0, Appendix 9 of the 2016 Revised Implementing Rules and Regulations of Republic Act no. 9184.

Failure to submit **ALL** of the required documents with the **Request for Quotation form signed by the bidder’s authorized representative before the deadline on 04 October 2024, 10:00 am** renders the submission, **NON-COMPLIANT**

For further inquiries, you may reach us at 5328 2030 local 371 or 415 or send an email to: procurement@gcg.gov.ph.

Thank you.



Office of the President of the Philippines
GOVERNANCE COMMISSION
FOR GOVERNMENT OWNED OR CONTROLLED CORPORATIONS
3/F, BDO Towers Paseo, 8741 Paseo De Roxas, Makati City, Philippines 1226



QUOTATION FORM

INSTRUCTIONS

- 1) Accomplish this Quotation Form Correctly and Accurately
- 2) Do not alter the contents of this form in any way.
- 3) All technical specifications are mandatory. Failure to comply unconditionally with any of the mandatory requirements will render the quotation, non-compliant.
- 4) In cases involving a tie among bidders, the procuring entity will bring the concerned service providers/suppliers to agree on a method to break the tie which shall be non-discretionary/non-discriminatory and is similarly based on sheer luck or chance.
- 5) Failure to follow these instructions will disqualify your entire quotation.

AFTER HAVING CAREFULLY READ AND ACCEPTED THE TERMS AND CONDITIONS, I/WE SUBMIT OUR QUOTATION/S FOR THE ITEMS AS FOLLOWS:

ONE (1) LOT CORPORATE EVENT PHOTOGRAPHY AND VIDEOGRAPHY SERVICES FOR THE GCG AWARDS CEREMONY. (PERIOD OF CANVASS: 01 to 04 October 2024)			
ITEM DESCRIPTION	YES	NO	COMMENTS
One (1) Lot Corporate Event Photography and Videography Services for the GCG Awards Ceremony Covered Activities: <ol style="list-style-type: none">1. Pre-event proper:<ol style="list-style-type: none">1.1. Creation of one video to be presented in the event proper2. Event proper:<ol style="list-style-type: none">2.1. 25 November 2024 (10:00 AM – 01:00 PM) at Philippine International Convention Center (PICC)			
TECHNICAL SPECIFICATION			
<ol style="list-style-type: none">3. Professional photography and videography services4. 2 Photographers5. 1 Videographers6. 1 Video Editor7. High-quality audio-visual equipment8. High-resolution photos and video clips (at least in full HD 1080P)			

ONE (1) LOT CORPORATE EVENT PHOTOGRAPHY AND VIDEOGRAPHY SERVICES FOR THE GCG AWARDS CEREMONY (PERIOD OF CANVASS: 01 to 04 October 2024)			
ITEM DESCRIPTION	YES	NO	COMMENTS
OUTPUT			
9. Submission of raw files (photos and video clips) within 1-2 working days after the event proper.			
10. Submission of 80-100 edited files within 3-5 working days after the event proper.			
11. Delivery of two videos: one (1) pre-event video and (1) post-event highlight video (3-5 minutes duration each) based on the program and inputs provided by GCG.			
12. Pre-event Video should be submitted by 18 November 2024 and post-event should be submitted within 5-8 working days after the event.			
OTHERS			
13. Inclusive of transportation services for workforce and equipment, transportation fees, taxes, and other expenses necessary.			

Terms of Payment:

Pursuant to DBM Circular No. 2013-16 dated 23 Dec. 2013, the Procuring Entity (GCG) has adopted the Direct Payment Scheme (DPS) via bank debit system through the issuance of the List of Due payables due to creditors/payees.

Section 5.9.2 of the DBM Circular states, "bank charges shall be borne/paid by the creditor/payee concerned if their account is not maintained at Landbank."

Supplier's/Service Provider's Bank Details:

Banking

Institution: _____

Account Number: _____

Account Name: _____

Branch: _____

FINANCIAL OFFER: Please indicate your best offer for the item below. Please do not leave any item, blank. Quotation should be inclusive of Value Added Tax (VAT, if applicable). **The offered quotation should not exceed the ABC.**

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC)	TOTAL OFFERED QUOTATION [INCLUSIVE OF VAT]
One Hundred Ninety Thousand Pesos Only (₱190,000.00).	In Words: _____ _____ _____ In Figures: _____

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the specified technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The GCG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor or consultant. Our Government Servicing Bank, i.e., the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor or consultant not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.

**Signature over Printed Name
of the Sole Proprietor or
the Authorized Representative
(for corporations and partnerships)**

Office Telephone /Fax/Mobile Nos

Email address/es